DOCUMENT RESUME

ED 169 884 IR 007 029

TITLE	Standards for Libraries Within Regional Library Systems in Saskatchewan.
INSTITUTION	Saskatchewan Library Association, Regina.
PUB DATE	78
NOTE	33p.
AVAILABLE FROM	Saskatchewan Library Association, Wapiti Regional Library, 145-12 Street, East, Prince Albert, Saskatchewan S6V 1B7 ($5.00 per copy)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Background; Libraries; Library Collections; Library Facilities; *Library Networks; Library Role; *Library Services; Personnel; *Regional Programs; Rural Population; Tables (Data)
IDENTIFIERS	*Saskatchewan

ABSTRACT

These quantitative standards for the delivery of library services to a dispersed population, which were developed by the Saskatchewan Library Association, are based on the decentralized delivery of library services backed up by the centralized provision of technical services, resource people, and special collections in Saskatchewan. The roles of university, college, and special, public, school, and the Provincial Library are briefly noted. Methodologies for standards development are discussed, as well as general standards for library service in sparsely populated areas and standards for organization of a province-wide library system, including functions, branch libraries within the system, personnel, quantitative standards for book, periodical, and non-print collections, facilities, and services. Recommendations for standards for collection development, technical services and automation, buildings for small branches, staff training, and audiovisuals are also included. (MBR)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ED169884

STANDARDS FOR LIBRARIES
WITHIN REGIONAL LIBRARY SYSTEMS
IN SASKATCHEWAN

Prepared by

Saskatchewan Library Association

Task Force on Standards

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Karen Labuik

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

IR007029

Copyright © 1978

Saskatchewan Library Association

ISBN: 0-9690714-0-X

TABLE OF CONTENTS

	Page
LIST OF TABLES	ii
MEMBERSHIP OF THE TASK FORCE ON STANDARDS	iii
ACKNOWLEDGEMENTS	iii
INTRODUCTION	1
History	1
Premises	2
Methodology	4
GENERAL STANDARDS	6
ORGANIZATION OF THE PROVINCE-WIDE LIBRARY SYSTEM	8
System functions	8
Professional staff complement	9
QUANTITATIVE STANDARDS FOR BRANCH LIBRARIES	13
Book collections	13
Periodical collections	14
Non print materials	15
Hours of opening	16
Space allocation	17
Bookmobile service	17
Mail service	18
APPENDIX A: LITERATURE CITED	20
APPENDIX B: STANDARDS BIBLIOGRAPHY	22
APPENDIX C: RECOMMENDATIONS	24

LIST OF TABLES

Table		Page
I	Library function vs. Library type (by population size)	10
II	Staff for individual libraries	12
III	Book collections	14
IV	Periodical collections	15
V	Non print collection	16
VI	Hours of opening	17
VII	Physical size of branch libraries	19

MEMBERS OF THE TASK FORCE ON STANDARDS

Convener Karen Labuik, Branch Supervisor, Wapiti Regional Library

Members Alan Ball, Science Librarian, University of Regina

Betty Davis, Saskatchewan Library Trustees Association

Bob Ivanochko, Consultant, Saskatchewan Provincial Library

Michael Keaschuk, Director. Chinook Regional Library

Frances Morrison, Chief Librarian, Saskatoon Public Library

John Murray, Consultant, Saskatchewan Provincial Library

Karl Wahl, Director, Southeast Regional Library

ACKNOWLEDGEMENTS

The Saskatchewan Library Association and the members of the Task Force on Standards gratefully acknowledge the support and help provided by the following institutions:

Chinook Regional Library

The Library, University of Regina

Regina Public Library

Saskatchewan Library Trustees Association

Saskatchewan Provincial Library

Saskatoon Public Library

Southeast Regional Library

Wapiti Regional Library

and by the following individuals:

Patricia Cavill, Ken Jensen, Laura Pogue, Basil Pogue

STANDARDS FOR LIBRARIES WITHIN REGIONAL LIBRARY SYSTEMS IN SASKATCHEWAN

INTRODUCTION

A. History

In 1967, the Library Inquiry Committee presented their report Library Service in Saskatchewan (1) which has served as the basis for the creation of a cooperative public library system in the province. The main focus of the report was on development of regional libraries with the Provincial Library being strengthened to coordinate the cooperative functioning of a province-wide library system. This advance has since occurred and has proved a useful model for rural library development in Canada. Seven regional libraries now operate over 250 branches supplemented by mobile libraries and mail services.

Other parts of the report dealt with standards of service and the resources needed for library service in the province. These standards, based on those of the American Library Association (2) and the Canadian Library Association (3), have not been met by the majority of libraries or library systems in Saskatchewan.

The American Library Association and Canadian Library Association standards deal only with libraries serving communities with populations greater than 5,000. As a result, the Library Inquiry Committee report (1), pages 4-11, did not provide quantitative standards by which to measure the success of service in small branch libraries; that is, in all libraries other than those in centres with populations greater than 5,000. It has therefore not been possible to estimate the resources that such libraries

need in order to meet the qualitative standards proposed by the Library Inquiry Committee.

The problem was addressed in 1973 when the Saskatchewan Library Trustees Association gathered proposals on the public libraries of Saskatchewan. This activity produced a summary of proposals for standards (4), but neither a consensus nor an actual set of standards. The Saskatchewan Library Association continued this work in 1977 when, under direction from the Annual General Meeting, the Executive established the Task Force on Standards to develop standards for public libraries in Saskatchewan. The draft of these standards was approved at the 1978 annual meeting.

B. Premises

Providing library service in 125,000 square miles of rural Saskatchewan would be relatively easy if the population were concentrated in a few urban centres surrounded by a depopulated countryside. This is however not the case. In 1976, 521,300 people (56 per cent of the population) lived outside the urban centres. Of even greater significance, 480,000 people (52 per cent) lived in communities with less than 1,500 population.

The greatest single factor in determining the amount of regular library use is the degree of accessibility of the library to the patron. Sorensen (5), writing about rural library service in Denmark, convincingly argues that library facilities should be close to the users. This implies having physical facilities in very small communities. Although a few

services may be provided from a distance, local facilities of some kind are essential to enable people-oriented library services to deliver books, records, films, magazines, and other materials physically to the patron. Story hours, film showings, visits by authors and artists, and similar events that contribute directly to the social and cultural life of communities are not effective when offered at a distance.

These standards are based on the principle of decentralized delivery of all library services backed up by centralized provision of technical services, resource people, and special collections. Although delivery of library service to a dispersed population is more expensive than serving the same number of people in a concentrated urban population, the social and personal benefits that accrue from ensuring that all citizens have equal access to information and equal opportunity for individual educational and cultural growth are well worth the cost. The seventy per cent of Saskatchewan people who do not live in Regina or Saskatoon depend on the regional libraries to provide them with that equality of access and opportunity.

In addition to the basic premise that regional libraries will continue to be the means of providing library service, certain conditions concerning other libraries are taken as given.

1. University, College and Special Libraries

   Such libraries will continue to provide the back-up services presently offered to public libraries. The primary role of these libraries is to serve their own clientele. Appropriate national and international

standards already exist for these libraries. (6), (7), (8).

2. School Libraries

School and public library services will complement each other. School libraries should achieve or surpass the appropriate standards (9), (10). At the same time, school and public libraries must actively cooperate in order to provide complete library service for children, young people and adults (See 7a below).

3. Regina and Saskatoon Public Libraries

Adequate standards and documentation are available for measuring the service offered by these libraries against those of similar libraries elsewhere (2), (3). These libraries will continue to operate as a vigorous and integral part of Saskatchewan's library system.

4. The Provincial Library

This agency will continue to function as a coordinating library for the province-wide system. It will also develop and strengthen the necessary centralized services for the province (See below).

C. Methodology

There are two alternative methods of setting standards (11): standards of performance and standards for resources needed. The former measures output, the productivity of libraries; the latter input, the resources expended to provide library service. At present both the American Library Association (12) and the Canadian Library Association (13) are developing techniques and workbooks to help libraries assess their performance and thus set their own goals and objectives with regard to productivity versus resource input. These materials should appear in the mid 1980s.

The Task Force decided to develop quantitative standards because at the present stage of library development in Saskatchewan they are most likely to satisfy the expressed needs of trustees and librarians. By the time these numerical and related standards are achieved the regional libraries should be in a position to use the performance standards being developed by the national library associations.

These standards were developed by examining standards produced by library associations in many parts of the world (Appendix B) and by interpreting them in the light of experience of librarians in Saskatchewan. They are designed to be applied to libraries in the geographical area presently covered by the seven regional library systems and are not intended to cover library service in the Northern Administration District.

These standards can be attained by 1985, at which point attention can be turned to the performance-oriented standards now being developed. For each resource input an interim target, to be attained by 1980, is included as a guide to the rate of progress needed if the 1985 targets are to be achieved. They are INTERIM, MINIMUM standards. Library development in Saskatchewan has been rapid over the last decade but it has not been even. As a result the minimum standards will have a different relationship to the accomplishments and ambitions of the various regions and libraries. Library boards and librarians are not expected to treat them as inflexible. Rather, they should be regarded as delineating a target for system development. Their application to particular branch libraries should be guided by local circumstances and tempered with common sense.

GENERAL STANDARDS

1. LIBRARY SERVICE SHOULD BE READILY AVAILABLE TO ALL CITIZENS OF SASKATCHEWAN REGARDLESS OF PHYSICAL, HISTORICAL, RACIAL, LOCAL, ETHNIC, SOCIO-ECONOMIC OR SIMILAR CIRCUMSTANCES.

2. THE SIZE OF THE COMMUNITY SERVED MUST NOT BE A CRITERION FOR DETERMINING THE QUALITY OF SERVICE OFFERED.

3. PUBLIC LIBRARIES SHOULD BE LINKED TOGETHER TO FORM A LIBRARY SYSTEM.
   a. The branch library must be part of a library system in order to provide effective service without too great cost to itself.
   b. The library system must coordinate all public library service within the area and should maintain a union catalogue in order to locate materials; establish uniform policies and procedures; arrange for exchange or rotation of materials among libraries; and offer inservice training for personnel.

4. ANY RESOURCE LIBRARY OF A SYSTEM MUST SUPPLEMENT THE SERVICES PROVIDED AT THE COMMUNITY LEVEL.
   a. A resource library should be strategically located and be open to every resident of the area.
   b. Its collection should be comprehensive and should emphasize the subjects which are of particular importance to the area.
   c. Services provided by resource libraries should include reference service for the whole area; provision of materials to branch libraries from its own collections; making the services of professional librarians available (on call and through regular visits) to libraries which may, because of low population density, have no permanent professional staff.

5. BRANCH LIBRARIES SHOULD BE SITUATED IN A LOCATION CLOSE TO OR WITHIN AN AREA OR BUILDING REGULARLY AND FREQUENTLY USED BY THE COMMUNITY IT SERVES.

6. PUBLIC LIBRARIES SERVING MULTILINGUAL COMMUNITIES SHOULD HAVE ACCESS TO MATERIAL IN EACH RELEVANT LANGUAGE.

   a. The ethnic composition of the community will determine the proportion of material in the library collection written in languages other than that spoken by the majority of its citizens, as well as the extent of special services provided.

   b. The library should also make available materials which reflect the cultural heritage of the ethnic groups in its community.

7. PUBLIC AND SCHOOL LIBRARIES IN ANY GIVEN AREA MUST PLAN AND WORK TOGETHER TO PROVIDE COMPLETE SERVICE FOR CHILDREN AND YOUNG PEOPLE.

   a. Public and school libraries complement each other; one may not be substituted for the other.

   b. If a public library is required to provide school library service the necessary funds must be provided by the proper governmental authority.

8. FOR ASPECTS OF LIBRARY SERVICE NOT COVERED IN THESE STANDARDS THE SASKATCHEWAN LIBRARY ASSOCIATION ENDORSES THE STANDARDS ADOPTED BY THE CANADIAN LIBRARY ASSOCIATION IN 1967. (3)

ORGANIZATION OF THE PROVINCE-WIDE LIBRARY SYSTEM

1. The Provincial Library must continue to function as the coordinator of library service to the people of Saskatchewan. This can be achieved in a number of ways, including provision of centralized services to regional and public library systems.

   Coordinating services should include a Union Catalogue for the Province of Saskatchewan; coordination of interlibrary loans within the province, between provinces and with federal library systems; leadership in and coordination of future development of library service at all levels and for all libraries. For example, automation of technical and bibliographic services should lead to a single, integrated provincial network, compatible with developing national systems.

   Centralized services should continue to include cataloguing; back-up and special collections; in-depth reference service; specialized consultant services and disbursement of funds to those libraries within the jurisdiction of the Provincial Library.

2. Library service to the majority of Saskatchewan people should be delivered through the provincial network of regional library systems. Each region should be organized as a system of libraries. The organization will be essentially hierarchical with the regional headquarters providing centralized services and overall direction for the region.

   The following is a list of functions essential in a regional library system:

   Administration

   Audio-visual services

Bookmobile/mail service or some other means of delivering library service to people not served by branch libraries.

Branch libraries

Children's / Young Adult / Adult Services

Collection development

Delivery

Interlibrary loans

Programming

Publicity

Reference service

Special outreach e.g., Native Canadians, Ethnic groups, Prison service, and service to other institutions as appropriate

Technical services

The way in which these various functions should be distributed among the various libraries within a regional library system is outlined in Table I.

3. Competent professional staff must be hired to oversee the running of a region:

Position	Qualifications
Director	Professional librarian
Assistant Director	Professional librarian
Business Manager	Professional administrator
Children's Services (Coordinator)	Professional librarian
Bookmobile/Mail service	Professional librarian

TABLE I: LIBRARY FUNCTION vs. LIBRARY TYPE (by population size)+

The symbols indicate the effort that particular branches contribute to delivering the listed service, not the level of service received by patrons. Each service point must give access to the overall service available within a region.

FUNCTION	250	500	1,000	2,000	5,000	10,000 plus	HQ
Administration	-	-	(x)	x	(X)	X	XX
Audio-visual delivery	(x)	x	(X)	X	X	X	C
Bookmobile service	-	-	-	-	-	-	XC
Branch supervision	-	-	-	-	(x)	x	XC
1985	-	-	-	-	x	X	xC
Children's services	X	X	X	X	X	X	XC
Circulation	X	X	X	X	X	X	C
Collection development	(x)	(x)	x	(X)	X	X	XC
1985	(x)	(x)	x	X	X	X	C
Delivery	-	-	-	-	-	-	XC
Interlibrary loan	(x)	(x)	x	X	X	XX	XC
Mail service*	(x)	(x)	X	X	X	XX	XC
Programming	(x)	(x)	x	X	X	XX	XC
Publicity	(x)	(x)	x	X	X	XX	XC
Reference service	x	(X)	X	X	X(X)	XX	C
Reporting upwards	X	X	X	X	X	X	C
Special outreach	(x)	x	x	(X)	X	X	XC
Training (Administering)	-	-	(x)	(X)	X	X	XC
Vertical file (Building)	-	(x)	X	X	X	XX	C

C = coordination ( ) = less than normal effort implied by symbol
x = minor effort - = none
X = major effort * = direct loan by mail

+ Population refers to the size of the town or village in which the library is situated, based on the current Saskatchewan Municipal Directory.

Professional Librarians	1980	Graduate of accredited library school, or equivalent education and experience: 1:10 branches or 1:10,000 population, whichever is the greater.
	1985	Graduate of accredited library school, or equivalent education and experience: 1:8 branches or 1:8,000 population, whichever is the greater.

Professional librarians will supervise branches and oversee the regional activities outlined in Table I. Staff allocations for particular sizes of branch libraries are outlined below.

4. A regional system will require clerical, technical and special staff to support the level of service outlined in these standards.
5. A building or leased facilities large enough and of proper design for housing the headquarters functions outlined above must be provided. Such facilities will include collection storage space, technical and work areas, offices, storage and inside loading areas for bookmobiles and delivery vehicles.
6. Staff allocation for individual libraries should be as outlined in Table II. Because of size and opening hours, small libraries may be one-person operations. When branch head qualifications are extrapolated for libraries whose size falls between the categories in Table II, the standard set for the next largest library should be followed wherever possible.

Hiring of personnel will normally be done in consultation with the local library board. The regional library, however, acting as employer, has the right and the responsibility to ensure that persons employed in its libraries meet the minimum qualifications.

TABLE II: STAFF FOR INDIVIDUAL LIBRARIES

These are minimum standards. Libraries which fall between the categories given should meet the next highest standard whenever possible.

Population*	Branch Head	Support Staff
250) 500) 1,000)	Mature, vigorous, functionally literate person. Minimum: Grade 12; 18 years of age.	As required by opening hours and service demand.
2,000	3 years post secondary education or library technician with considerable experience.	Clerical and technical staff sufficient to run the library. Qualifications appropriate to the job description.
5,000	Professional librarian	Clerical and technical staff sufficient to run the library. Qualifications appropriate to the job description.
10,000 +	Professional librarian with experience 1985: 1 Professional librarian per 8,000 population	Clerical and technical staff sufficient to run the library. Qualifications appropriate to the job description.

* refers to the size of town or village in which the library is situated, based on the current Saskatchewan Municipal Directory.

QUANTITATIVE STANDARDS FOR BRANCH LIBRARIES

UNLESS OTHERWISE STATED THESE REPRESENT MINIMUM ACCEPTABLE STANDARDS

1. No branch library should have collections or physical resources which fall below those for the 250 population level as described in Tables III - VII.

2. Book Collections

   The numbers given in Table III refer to books catalogued to serve normal reference and circulation services. Figures for special collections for bookmobile or mail service and non-catalogued paperbacks are not included.

   Children's books should represent a minimum of 35 per cent of the collection in small libraries (less than 1,000 population) and 25 per cent in large libraries (over 10,000 population). These proportions should apply to both the permanent and non-permanent collections.

   Library collections must be weeded if the quality of the collection is to be maintained. The weeding policy outlined by the American Library Association (14) is endorsed.

   The standards refer to libraries serving populations of the size specified. The figures for population 250 are not for the range 250-500 but are for 250. Libraries serving populations greater than 250 but less than 500 would have collections of a size between 1,500 and 3,000 in 1980.

TABLE III: BOOK COLLECTIONS

Population	Book Collection*	
	1980	1985
250	1,500 (1/3)**	2,500 (1/3)
500	3,000 (1/3)	4,000 (1/3)
1,000	5,000 (1/3)	7,000 (1/3)
2,000	9,000 (1/2)	12,000 (1/2)
5,000	18,000 (2/3)	24,000 (2/3)
10,000 +	25,000 (2/3) or 2.5/cap. whichever is greater	30,000 (2/3) or 3.0/cap. whichever is greater

* To obtain standards for libraries of in-between sizes extrapolate the figures given. For example, for population 750 the book collection would be 4,000 (1/3) for 1980 and 5,500 (1/3) for 1985.

** Fractions in brackets refer to the portion of the collection which is permanent in systems which use block rotation

3. Periodical Collections

Small libraries around the province are extremely varied in their ability to exploit periodicals due to variations in opening hours and the provision of reader space. Retention times and storage policy should be decided by each region on the basis of cost and utility (15).

TABLE IV: PERIODICAL COLLECTIONS

Population	Periodical Titles 1980	1985
250	10	15
500	20	25
1,000	30 (3:100)*	50 (5:100)
2,000	40 (4:100)	80 (4:100)
5,000	75 (1.5:100)	100 (2:100)
10,000 +	1:100	1.5:100

* ratio of titles to population as given for the town or village by the current Saskatchewan Municipal Directory.

4. Non Print Materials

The general fluidity of present day audio-visual technology prevented the setting of standards for many audio-visual materials (See Recommendation 6, Appendix C). Talking books, 8 mm films and video cassettes are specifically excluded from the numerical standards of Table V.

Films

In addition to the audio-visual items of Table V, each region should have direct access to a collection of 1,000 16 mm films by 1985 together with equipment and technical staff to support wide use of such a collection. Developments in home-use video cassette technology are taking place rapidly and it is possible that by 1985 video cassettes may substitute in part for the film collection.

TABLE V: NON PRINT COLLECTION

Population	Records and Audio Cassettes*	
	1980	1985
250	75	150
500	150	300
1,000	250	500
2,000	450	900
5,000	900	1,200
10,000 +	1:10	1.5:10

* Numbers are based on 5 per cent of the book collection in Table III.

5. Hours of Opening

These hours are based on the population of the town or village as given in the current Saskatchewan Municipal Directory and are set as minimal for the opening of a new branch. They should be increased as local use requires.

Larger libraries, 2,000 - 10,000 population, should be open on five days a week and libraries serving populations over 10,000 should be open on six days of the week.

TABLE VI: HOURS OF OPENING

Population	Hours open/Week	
	1980	1985
250	9	12
500	12	20
1,000	18	25
2,000	25	36
5,000	40	50
10,000 +	60 +	60 +

6. Space Allocation

The space recommended is for the library proper (Table I) and does not include space for ancillary functions such as washrooms, storage, furnace room. These must be provided by a larger structure of which the library is a part or must be added to those building requirements. Small libraries must have immediate access to a storage space equal to 10 per cent of the total space (Table VII).

7. Bookmobile Service

This may be used for delivering library service to patrons not served through a permanent branch library. If bookmobiles are used by a region:

a. each bookmobile must have a capacity for carrying at least 2,500 items, which should be a representative cross section of the holdings of that region.

b. each bookmobile route must be supported by a back-up collection of at least 10,000 items (16) available either as a separate collection or as part of the regional collections.

c. each stop should be visited once every two weeks or preferably once each week.

d. the bookmobile should be open for at least three hours at each stop.

e. the bookmobile collection should meet all of the standards for branches which would serve the same population as is potentially served by the largest stop on the bookmobile route. (Tables II - VII)

8. Mail Service

This is the delivery of library services by mail. It should encompass at least all of the services listed in Table I for small branch libraries. If it is offered as a substitute for, or as an adjunct to, branches or bookmobiles it should:

a. be offered to all persons with limited direct access to libraries.

b. give patrons access to the total resources of the regional library system.

c. be supported by a back-up collection of at least 10,000 items available as a separate collection or as part of the regional collections.

d. be supported by mechanisms which tell the users what materials and services are available and how the mail service works. Examples are book catalogues; new book lists; bibliographies; bulk mail flyers; phone-in service and newspaper announcements.

TABLE VII: PHYSICAL SIZE OF BRANCH LIBRARIES

Population	Book Space*	Seating**	Available*** open space	Total space not less than (sq. ft.)
250	250	(4) 120	400	700
500	400	(6) 180	600	1,100
1,000	700	(8) 240	700	1,600
			Staff, meeting rooms, programming, etc.	
2,000	1,200	400	600	2,200
5,000	2,400	800	1,500	4,500
10,000 +	3,000 or 10 vol/sq. ft./cap.	1,400 minimum	2,800	8,200

* Calculated on 10 vol./sq. ft. ALA Standards (2).

** Calculated on 30 sq. ft./seat ALA Standards (2). Numbers in brackets are the number of seats recommended.

*** Available space includes space that can be made available by rearranging the furniture. This is why the total is less than the sum of the areas for small libraries.

APPENDIX A

LITERATURE CITED

1. Saskatchewan. Library Inquiry Committee. Library Service in Saskatchewan. Regina, Queen's Printer, 1967.

2. American Library Association. Minimum Standards for Public Library Systems, 1966. Chicago, A.L.A.,1967.

3. Canadian Library Association. Public Library Standards. Ottawa, C.L.A., 1967.

4. Saskatchewan. Library Development Board. "Summary of Submissions to the Library Development Board Appointed Standards Committee". (Two unpublished documents, 1974)

5. Sorensen, Borge. "Some Problems of Library Service in Sparsely Populated Areas of Denmark". Scandinavian Public Library Quarterly, Number 3 and 4, 1976, pp. 73-76.

6. Canadian Association of College and University Libraries. Guide to Canadian University Library Standards. Ottawa, 1967.

7. Canadian Association of College and University Libraries. Trends for the Seventies; Guidelines for Canadian University Libraries. Report of the Second University Library Standards Committee. Montreal, 1971.

8. Strable, Edward G., ed. Special Libraries: A Guide for Management. New York, Special Libraries Association, 1975.

9. Canadian School Library Association. Standards of Library Service for Canadian Schools. Toronto, Ryerson, 1967.

10. Branscombe, Frederic R. and Harry E. Newsom, eds. Resource Services for Canadian Schools. Toronto, McGraw-Hill Ryerson, 1977.

11. Berry, John. "A New Public Library Mission". Library Journal, 1 Dec. 1977, p. 2379.

12. American Library Association. Public Library Association. Goals, Guidelines, and Standards Committee. "A Mission Statement for Public Libraries; Guidelines for Public Library Service: Part 1". American Libraries, Dec. 1977, pp. 615-620.

13. Canadian Association of Public Libraries. Project: Progress. The Future of Public Libraries in Canada; Research Design. Ottawa, C.L.A., 1977.

14. Weeding the Small Library Collection. Supplement A to Small Libraries Project, Pamphlet #5. Chicago, A.L.A., 1962.

15. Buckland, Michael K. Book Availability and the Library User. New York, Pergamon Press, 1975.

16. Brown, Eleanor F. Bookmobiles and Bookmobile Service. Metuchen, N.J., Scarecrow Press, 1967.

APPENDIX B

STANDARDS BIBLIOGRAPHY

American Library Association. Interim Standards for Small Public Libraries. Chicago, A.L.A., 1962.

American Library Association. Standards of Quality of Bookmobile Service. Chicago, A.L.A., 1963.

Bloss, Meredith. "Standards for Public Library Service--Quo Vadis?" Library Journal. 1 June, 1976. pp. 1259-1262.

Bow, Eric C., comp. "Statistics for Public Libraries in Ontario; year ending December 31, 1976". Ontario Library Review. December, 1977. pp. 315-347.

British Columbia. Library Development Commission. Quantitative Standards for Public Libraries. Victoria, Library Development Commission, 1968.

Buller, Grace, comp. "New Public Library Buildings in Ontario". Ontario Library Review. March, 1977. pp. 33-52.

California Library Association. "Public Library Service Standards for California". News Notes of California Libraries. Spring, 1963. pp. 291-302.

Canadian Library Association. Public Library Standards. Ottawa, C.L.A., 1967.

De Prospo, Ernest R. and Ellen Altman. "Library Measurement; a management tool". Library Journal. 15 December, 1973. pp. 3605-3607.

Florida Library Association. "Florida Standards for Public Library Service". Florida Libraries. December, 1966. pp. 22-32.

Great Britain. Ministry of Education. Standards for Public Library Service in England and Wales. London, H.M.S.O., 1962.

Illinois Library Association. "Measures of Quality: Standards for Public Library Service in Illinois". Illinois Libraries. February, 1972. pp. 131-146.

Illinois Library Trustees Association. "Joint Committee on Standards Implementation". Illinois Libraries. February, 1973. pp. 72-74.

International Federation of Library Associations. Standards for Public Libraries. Munich, Verlag Dokumentation, 1973.

Jones, Sarah I. "What makes a Library Good? Standards for Louisiana Public Libraries". Louisiana Library Association Bulletin. Fall, 1964. pp. 110-112.

McCrossan, John. "Small Libraries and Library Standards". Illinois Libraries. November, 1965. pp.876-886.

Martin, Lowell A. "Standards for Public Libraries". Library Trends. October, 1972. pp. 164-177.

Minnesota Library Association. "Public Library Standards for Minnesota". Minnesota Libraries. Summer, 1974. pp. 147-155.

Minnesota Library Association. "Task Force on Public Library Standards; Report, August 1973". Minnesota Libraries. Summer, 1973. pp. 48-56.

"North Dakota Public Library Standards 1972". North Dakota Library Notes. August, 1972. pp. 119-122.

"North Dakota Public Library Standards 1976". North Dakota Library Notes. February, 1976. pp. 83-86.

Potter, Donald C. "Catching up with Yesterday". Pennsylvania Library Association Bulletin. July, 1969. pp. 182-186.

Quebec. Ministere des Affaires Culturelles. Normes pour les Bibliotheques Municipales. Quebec, 1974.

Texas Library Association. "Standards for Texas Public Libraries". Texas Library Journal. March, 1973. pp. 10-12; 44-46.

Texas State Library. Rules and Regulations for the State Library System; September 1, 1977 to August 31, 1979. Austin, Texas, Texas State Library, 1977.

Wapiti Regional Library. Operational Standards. Prince Albert, Sask., Wapiti Regional Library, 1977.

Wheeler, Joseph. L. "What Good are Public Library Standards?" Library Journal. 1 February, 1970. pp. 455-462.

Wisconsin. Department of Public Instruction. Division for Library Services. Wisconsin Public Library System Standards. Madison, Wisconsin, 1974.

Withers, F.N. Standards for Library Service: An International Survey. Paris, UNESCO, 1974.

APPENDIX C

RECOMMENDATIONS

1. Collection Development

No details on the content or the quality of the library collections for which numerical values are given are provided in the standards. Also, the standards do not provide guidance on upgrading or maintaining the quality of collections.

The Task Force therefore recommends that:

a. The Saskatchewan Library Association endorse the American Library Association standards for collection building and weeding (Small Libraries Project #5). (14)

b. The Saskatchewan Library Association develop guidelines for establishment of, and acquisition of materials for, local history collections in regional libraries.

2. Technical Services and Automation

A major premise of the standards is that all persons should have equal access to the library resources of the region within which they are resident. Realization of this ideal is hampered by the technology presently employed by the centralized technical services; that is, card catalogue based bibliographic systems.

The production of machine-readable bibliographic records at the time of cataloguing, or even acquisition, together with computerized inventory control over location and availability of the regional collections would lead to considerable upgrading of service. Part of this benefit would derive from reassignment of staff currently involved in

manual, largely mechanical processes. Part would also derive from production of new service aids, for example, union lists and bibliographies, or from reorganization of current practice, for example, abandonment of block circulation in favour of no-return interlibrary loan within regions.

The Task Force therefore recommends that:

a. The Saskatchewan Library Association urge the Provincial Library to assign the highest priority to library automation and to provision of computerized services to the regional libraries.

b. Computerization follow a pattern consistent with a distributed-processing network (of small computers) similar to the decentralized library system in Saskatchewan. Also, that such a network be compatible with systems in other jurisdictiors within the province as well as with national and international systems.

3. Library Buildings for Small Branches

When the Task Force was discussing space allocations appropriate for small libraries it became clear that the Province lacked expertise or resources relevant to the design of small libraries.

The Task Force therefore recommends that:

a. The Saskatchewan Library Association, the Saskatchewan Library Trustees Association and the Provincial Library jointly commission one or more architects with experience in library design to produce several sample plans for branch libraries serving populations in the 250 - 2,000 range.

b. The Provincial Library be urged to develop a resource collection

of books, design plans and other materials relevant to the planning and building of small branch libraries.

c. The Provincial Library produce an audio-visual presentation to be made available to any board or council beginning a building project.

4. Staff Training and Personnel Services

The Task Force recognizes that the regional library systems need staff training programs at both the professional and non-professional levels.

The Task Force therefore recommends that:

a. Library systems institute both formal and informal seminars and workshops in appropriate management and library skills.

b. Library systems provide both moral and financial support in the form of paid and unpaid leaves of absence to persons wishing to upgrade their skills.

c. The Saskatchewan Library Association assume responsibility for the organization and delivery of staff training programmes beyond the system level.

5. Headquarters Buildings

In 1967, the Library Inquiry Committee (1) recommended that "The practice of providing headquarters buildings for new regional libraries be continued". It also recommended that leased space be used if suitable premises are available. The problem, ten years later, is that suitable premises are often unavailable and/or original headquarters

buildings are inadequate to meet future demands. (See above, page 12, item 5) The standards are based on the premise that the headquarters is central to the provision of good library service. The Task Force therefore recommends that:

a. The adequacy of regional headquarters buildings be assessed and that special grants be awarded for the building or upgrading of adequate regional headquarters facilities as necessary.

6. Audio-Visual Standards

The Task Force recommends that:

a. The Saskatchewan Library Association, Audio-visual Committee develop standards to supplement those given under non-print materials, Table V. Specifically, recommendations are needed with respect to 8 mm films, video cassettes, cable television and the distribution and maintenance of audio-visual materials within library systems.

7. General

The Task Force recommends that:

a. The Saskatchewan Library Association maintain a vigorous lobby in support of legislation which will make these standards more easily attainable.